

Jessie Jones

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EDUCATION

Bachelor of Science in Commerce and Business Administration, May 2025

The University of Alabama, Culverhouse College of Business, Tuscaloosa, AL

Major: Finance

Minor: Real Estate

GPA: 3.974/4.0

Dean's List

WORK EXPERIENCE

Guest Coordinator, May 2022 – Present

BloGo Salon + MedSpa Tuscaloosa, AL

- Tend to inquiries made over the phone, making bookings over the phone as well as in person
- Monitoring and managing inventory to ensure salon operations could be adequately met
- Update client data and track services performed and products purchased in Phorest database

ADDITIONAL WORK EXPERIENCE

Legal Assistant, November 2019 – May 2022

Traditions Law Group, Tuscaloosa, AL

- Drafted various judicial correspondence, including motions, notices of hearings, orders, garnishments, etc.
- Delivered legal documents to other lawyers and various courthouses
- State of Alabama Notary Public as of Nov of 2020

LEADERSHIP EXPERIENCE

Class Leader, Fall 2022

Learning Initiative and Financial Training, The University of Alabama, Tuscaloosa, AL

- Supervised and organized approximately 20 UA students teaching technological skills to participants weekly
- Contacted approximately 20 participants weekly to confirm anticipated attendance
- Ensure that each participant is paired with a volunteer that is capable of teaching their desired skills

HONORS & ACTIVITIES

Recipient of Presidential Scholarship

UA Honors College

Kappa Delta Zap Chair (Fall 2021-Fall 2022)

Kappa Delta Zeta Chapter Active Member

BloGo Salon & Skin Wellness Representative

VOLUNTEER SERVICE

LIFT Program Volunteer

Dance Marathon

COMPUTER SKILLS

Microsoft Office Suite (Microsoft Word, Excel, PowerPoint, Outlook, Teams)

QuickBooks

Phorest

Google Workspace